

This Job Aid provides HR Professionals with step-by-step assistance in reviewing, processing, completing, and finalizing the DD Form 214, "Certificate of Uniformed Service," and DD Form 214-1, "Certificate of Uniformed Service, Reserve Component Addendum," in IPPS-A. It ensures accuracy and helps to reduce processing times.

Army National Guard (ARNG) and U.S. Army Reserve (USAR) Members who separate from their component while in a Reserve status or transfer to Individual Ready Reserve (IRR), will receive the DD Form 214-1 along with the standard DD Form 214.

The DD Form 214-1 documents all selected Guard and Reserve service.

Job Aid topics include:

- Process the DD Form 214 (page 2)
- Process the DD Form 214-1 (page 12)
- Sign and Approve DD Form 214/DD Form 214-1 Signature Authority (page 23)
- Print DD Form 214/DD Form 214-1 (page 24)
- Access Required/Category/Subcategory (page 25)

NAVIGATION: HR Professional Homepage > DD Form 214 - HR /

(NOTE: The official edition of Department of Defense (DD) forms are available at https://www.esd.whs.mil/Directives/forms/.





Process the DD Form 214

HR Professionals have five process options for the DD Form 214. The Member Not Available to Sign, Present with HR Pro, Refused to Sign, or Unable to Sign Digitally options have the same procedures. The Available to Sign option has several different steps outlined in this job aid.*

- 1. Select the DD Form 214 HR Tile to open the DD Form 214 landing page.
- 2. Enter all applicable criteria for the Member.
 - 2A. Select Search.
 - 2B. Select the desired Member from the DD Form 214 List.

NAVIGATION: HR Professional > DD Form 214 - HR (or select the desired Member from the Notifications list)



NOTE: An asterisk (*) will designate where steps differ for "Available to Sign" option.

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Page 2, continued on next page





Process the DD Form 214 CONTINUED

- 3. The **DD Form 214** landing page displays. Use the different tabs to navigate through the form, starting with the **Date Range** section.
 - 3A. Select the **Date From** and **Date to** calendar icons to enter the applicable **Current DD Form 214 Period Range Selection**.
 - 3B. To verify and confirm **Date From** and **Date to**, navigate to the **Summary Maintenance** page.
 - 3C. Select the **Date From** and **Date to** calendar icons to enter the applicable **Prior DD Form 214 Period Range Selection**, if applicable.
- NAVIGATION: Menu > Workforce Administration > Summary Maintenance

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Process the DD Form 214 CONTINUED

- 4. Select the Member Signature Status drop-down and select the applicable status. If Not Available to Sign, Present with HR Pro, Refused to Sign, Unable to Sign Digitally, or Available to Sign is selected follow the steps below.
 - 4A. Validate and select Yes on the I have confirmed date range slider.
 - 4B. Click Save.

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4C. Select Next to continue.

NOTE: The Save button must be selected prior to selecting Next.

× Exit			:
DD FORM 214			
Display Name SGM JOHN PIERCE Employee ID 000000000 ACT Assignment ID 000000000			
Date Range Visited	Name SGM JOHN PIERCE	Last Duty Assignment & Major Command DM0 DCS G1 IPPS-A	Station Where Separated
Personal Information O Not Started Current Assignment Info O Not Started Awards/Honors/Medals O Not Started	View IPerms Data View Assignment Data Current DD Form 214 Period Range Se • • Date From 11/11/15 Prior DD Form 214 Period Range Select Not Available to Sign Prior DD Form 214 Period Range Select Not Selected	*Date To 04/01/2025	
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Process the DD Form 214 CONTINUED

- 5. The Personal Information section displays. Review the populated Personal Information.
- 6. For Member Not Available to Sign, Present with HR Pro, Refused to Sign, or Unable to Sign Digitally options, see steps 6-9. *For Available to Sign, skip steps 6-9 and go to steps 10-12, page 6.
 - 6A. Manually enter **Place of Entry into Active Duty** in the text field, if blank.
 - 6B. Manually enter the Days of Accrued Leave Pay in the text field.
 - 6C. Manually enter the Nearest Relative information in the text field, if blank.
 - 6D. Select the Add/Modify Address link to add or update the Mailing Address After Sep field, if applicable. Once complete, select the REFRESH button for change to reflect.

× Exit				:
DD FORM 214				
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	No Send Veteran Status administration copy to Mailing Addr Yes I have validated my nearest relative is correct Yes I have validated my address after Separation is correct I have validated my address after Separation is correct Yes I have been provided with a complete dental examination Yes I have validated my Personal Information Enter any additional information neccessary for processing this rec SAVE 8	Ress Q In and all appropriate dental services and treatment within 90 days private dental services and treatmen	Information text field	54
7. Validate and 8. Click Save . 9. Select Next t	select Yes or No for each slider. o continue. For Member Not Available	Member on any missing c Information. This informa the Member once the for but will not appear on the	or incorrect Personal tion will be visible to m is routed for review e DD Form 214/DD	

Form 214-1.

 Select Next to continue. For Member Not Available to Sign, Present with HR Pro, Refused to Sign, or Unable to Sign Digitally, skip steps 10-12 and proceed to step 13, page 7. *For Available to Sign option, skip steps 6-9 and go to steps 10-12, page 6.

NOTE: The Save button must be selected prior to selecting Next.

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U.S. ARMY

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Process the DD Form 214 CONTINUED

- 10. For Available to Sign option ONLY:
 - 10A. Manually enter the Days of Accrued Leave Pay in the text field.
 - 10B. Validate and select Yes on the I have validated my Personal Information slider.
- 11. Click Save.
- 12. Select Next to continue.

× Exit						:
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Visited Military Education		Military Service Oblig Date 20260711		Reserve Status for Obligation Selected Reserve	Contact Phone Number 555/000-000	
Visited		Contact Email Address JOHN.PIERCE@ARMY.MIL		*Place of Entry into Active Duty FORT WASHINGTON, MD	*Home of Record at Entry FORT WASHINGTON, MD	
• Visited		SGLI Coverage \$500,000		Speciality 42A-HUMAN RESOURCES SPECIALIST 2 Years and 3 Months	Retirement System Option BRS	
Attachments & Review						
Visited		A 30		Nearest Relative SARAH PIERCE	*Mailing Address After Sep 123 IPPS-A DRIVE	
				123 IPPS-A DRIVE	ARLINGTON, VA	
				ARLINGTON, VA	Add/Modify Address	
		No Send Veteran Status administration	copy to Mailing Address	Q		
		No I have validated my nearest relative	s correct			
		No I have validated my address after Se	paration is correct			
	B	Yes I have been provided with a complet	e cental examination and a	ii appropriate dentai services and treatment within 90 days prior to separati	on	
	-	Enter any additional information neccessary for	processing this request.			
	1	SAVE		NPPS-A	REF	RESH

NOTE: The Nearest Relative and Mailing Address After Sep fields must be updated in the appropriate locations. The Nearest Relative populates from a Member's DD Form 93. The Mailing Address After Sep populates from the Member's Person Profile.

(P)

NOTE: Use the Additional Information text field to document or communicate details to the Member on any missing or incorrect Personal Information. This information will be visible to the Member once the form is routed for review but will not appear on the DD Form 214/DD Form 214-1.

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Page 6, continued on next page 🕨





Process the DD Form 214 CONTINUED

- 13. The **Current Assignment Info** section displays. Verify and Update the Member's current assignment information. Use the vertical scrollbar in the table to review the **Record of Service** rows. Verify and update the rows as applicable.
 - 13A. Click the Type of Separation lookup tool and select the Separation type.
 - 13B. Click the Character of Service lookup tool and select the Character of Service type.
 - 13C. Enter the **Dates of Time Lost During This Period** in the text field.
 - 13D. Enter the Narrative Reason for Sep in the text field.
- 14. Validate and select Yes on the I have validated my Assignment information slider.
- 15. Click Save.
- 16. Select **Next** to continue.

DD FORM 214 16 < Previous Next > Last Duty Assignment & Major Cor DMO DCS G1 IPPS-A tion Where Separated Name SGM JOHN PIERCE Visited ecord of Service Days • Visiter Date Entered Ad This Period 1997 11 11 Current Assign 1 • Visited Separation Date This Perior 2025 4 Awards/Ho Net Active Service This Period 0027 20 O Not Started Total Prior Active Servic 0000 Military Educatio O Not Started Total Active Service 0000 Remarks Total Inactive Service 0000 O Not Started Foreign Service 0000 Attachments & Rev O Not Started Sea Service 0000 Initial Entry Training 0000 Effective Date of Pay Grade 2023 R 0 tes of Time Lost During This Pe 14 Yes I have validated my Assignment information 15 SAVE REFRESH NPPS-A

<mark>ም</mark>)

NOTE: The first three rows, under Record of Service, are the only auto-populated fields. All other rows require manual entry.



NOTE: The Save button must be selected prior to selecting Next.



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NOTE: Reentry Codes do not apply to officers.

NOTE: Use the Additional Information text field to document or communicate details to the on any missing or incorrect Assignment information. This information will be visible to the

Member once the form is routed for review but will not appear on the DD Form 214/DD Form 214-1.





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NOTE: On fields that are grayed out, the information is auto-populated from an Authoritative Data Source (ADS).



Process the DD Form 214 CONTINUED

- 17. The **Awards/Honors/Medals** section displays. Review and verify accuracy of award information.
- Validate and select Yes on the I have validated my Awards/Honors/ Medals information slider.



NOTE: The Awards data is auto-populated from IPPS-A and can be viewed, corrected, or updated in the Member's Person Profile under the Awards tab.

- 19. Click Save.
- 20. Select Next to continue.

X Exit					
DD FORM 214					
Display Name SGM JOHN PIERC Employee ID 000000000 ACT Assignment ID 000000000	CE	11-	E Contraction of the second	21/2	<pre>20 < Previous Next ></pre>
Date Range • Visited Personal Information	1	Awards/Honors/Medals Awards/Honors/Medals Page Description			
Visited Current Assignment Info		Name SGM JOHN PIERCE	Last Duty Assignment & Major Command DMO DCS G1 IPPS-A	Station Where Separated	
- visited		Award		Effdt	Order Dt
Visited		ARMY STAFF IDENTIFICATION BADGE		08/18/2024	08/18/2024
Military Education		MERITORIOUS SERVICE MEDAL		07/19/2023	08/10/2023
 Not Started 		ARMY SUPERIOR UNIT AWARD		05/02/2023	05/02/2023
Remarks		NONCOMMISSIONED OFFICERS PROF DEV RIBBON		06/16/2022	06/16/2022
Attachments & Review		ARMY GOOD CONDUCT MEDAL		09/10/2021	09/10/2021
 Not Started 		OVERSEAS SERVICE RIBBON		04/13/2021	04/13/2021
		ARMED FORCES SERVICE MEDAL		02/16/2021	02/16/2021
		JOINT MERITORIOUS UNIT AWARD		10/24/2019	10/24/2019
		DEFENSE MERITORIOUS SERVICE MEDAL		10/18/2019	10/18/2019
		ARMY ACHIEVEMENT MEDAL		01/30/2008	01/30/2008
		NATO MEDAL		10/31/2007	10/31/2007
		US ARMY BASIC RECRUITER BADGE-SILVER		11/11/2005	11/11/2005
		IRAQ CAMPAIGN MEDAL CAMPAIGN STAR		04/02/2005	04/02/2005
		GLOBAL WAR ON TERRORISM SERVICE MEDAL		03/08/2004	03/08/2004
		KOREA DEFENSE SERVICE MEDAL		02/03/2004	02/03/2004
		NATIONAL DEFENSE SERVICE MEDAL		09/11/2001	09/11/2001
		ARMY SERVICE RIBBON		12/01/1998	12/01/1998
	18	Ves I have validated my Awards/Honors/Medals information Additional Information Enter any additional information neccessary for processing this request.			
	19	SAVE	<u>hipps-a</u>		REFRESH



NOTE: The Save button must be selected prior to selecting Next.



NOTE: Use the Additional Information text field to document or communicate details to the Member, such as missing or outstanding Awards, Honors, or Medals that are not included in the table. This information will be visible to the Member once the form is routed for review but will not appear on the DD Form 214/DD Form 214-1.

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can only be viewed.

NOTE: Military Education data is auto-populated from

the Member's Person Profile under the Education tab.

*However, if processing Available to Sign option, data

IPPS-A and can be viewed, corrected, or updated under

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Process the DD Form 214 CONTINUED

21. The **Military Education** section displays. Review and verify information and data for accuracy.

21A. Select Yes or No on the Include slider on applicable courses.

- 22. Validate and select **Yes** on the **I have validated my Military Education information** slider.
- 23. Click Save.
- 24. Select Next to continue.

propries and the set of the set o	× Exit									
And Angel	DD FORM 214									
	Display Name SGM JOHN PIERCE Employee ID 0000000000 ACT Assignment ID 000000000		116			B			< Previo	24 us Next >
Ave Implementation Implementation <	Date Range Visited	21	Military Education							
Image: Control of the state of th	Personal Information Visited		Military Education Page Description		Last De	ty Assignment & Major Command		Station Where Serverted		
Autochronite Norma Norma <td< th=""><th>Current Assignment Info Visited</th><th></th><td>SGM JOHN PIERCE</td><td></td><td>DMO D</td><td>CS G1 IPPS-A</td><td></td><td></td><td></td><td></td></td<>	Current Assignment Info Visited		SGM JOHN PIERCE		DMO D	CS G1 IPPS-A				
Note Note Note Note Note Note Note Note • Name Impact Impact <th>Awards/Honors/Medals</th> <th></th> <th>IPPS-A</th> <th></th> <th></th> <th></th> <th></th> <th></th> <th></th> <th></th>	Awards/Honors/Medals		IPPS-A							
Noted 0.11000 0.110001 0.1	Visited		Course Title		Course Start Date	Course End Date	Course Completion (MMYY)	Course Length (Weeks)	Include	
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• brains • Martine Marked	Remarks		CDR SFTY CRS		03/02/2011	03/02/2011	0311	1	No	
Attornet 0 100/207 110/202 12 0 10 1 <th> Not Started </th> <th></th> <th>CMPST RISK MGT BAS CRS</th> <th></th> <th>12/22/2014</th> <th>12/22/2014</th> <th>1214</th> <th>1</th> <th>No</th> <th></th>	 Not Started 		CMPST RISK MGT BAS CRS		12/22/2014	12/22/2014	1214	1	No	
2000 Sint 101 LA COOSE CONDUCT 0,171/2014 0,1	Attachments & Review		NO FEAR TNG		10/09/2017	11/30/2022	1122	269	No	
 	 Not started 		SERE 100.1 LVL A CODE CONDUCT		01/31/2014	01/31/2014	0114	1	No	
1 1			CBT TRAF IN PERS CTIP CRS		05/01/2011	05/01/2011	0511	1	No	
1 1			LDR TNG TO INTO THE BLEND RET		12/20/2017	12/20/2017	1217	1	No	
121 MSTR RESULENCE TNG MRT 1 1/2/2/13 1/1/1/03 1/2 3 10 111 112/2/13 1/1/1/037 1/1/2/037 1/0 2 10 111 112/2/13 1/1/1/037 1/1/2/037 1/0 2 10 111 112/2/13 0/1/1/202 062 42 10 111 0/0/2/21 0/1/7/222 062 42 10 111 0/0/2/21 0/1/7/222 062 42 10 111 0/0/2/21 0/1/7/222 062 42 10 111 0/0/2/21 0/1/7/222 062 42 10 111 0/0/2/21 0/1/7/202 010 0 10 0 10 0 10 0 10 0 10 0 10 10 10 0 10 0 10			HYGIENE/SANITARY		10/04/1998	10/11/1998	1098	2	No	
MSTR RESILENCE TNO MRT 11/27/2015 1215 3 100 MSTR RESILENCE TNO MRT 11/27/2015 1215 100 100 ST MAJ COS RES 01/03/2021 06/17/2022 0622 42 100 ST MAJ COS RES 01/04/2021 06/17/2022 0622 42 100 ADV LEAD CRS 02/25/2011 04/15/2011 0411 8 100 ADV LEAD CRS 02/25/2011 04/15/2011 0411 8 100 ADV LEAD CRS 02/25/2011 04/15/2011 0411 8 100 ADV LEAD CRS 01/10/2005 11/16/2008 1106 2 100 ARMY RCTR 06/25/2005 11/10/2005 1106 7 100 ARMY RCTR 06/25/2005 11/10/2005 1106 7 100 1			MSTR RESILIENCE TNG-FAC MRT-FC		06/03/2016	06/10/2016	0616	2	No	
 			MSTR RESILIENCE TNG MRT		11/27/2015	12/11/2015	1215	3	No	
ALL CRS 4ES 0/0/0/2021 0/0/17/2022 0/02 42 Ime SR LEADER CRS 0/0/0/2013 0/0/2/2013 0/013 7 Ime AV LEAD CRS 0/2/2/2013 0/0/15/2011 0/011 8 Ime BAS LDR CRS 0/1/0/2011 0/0/17/2021 0/011 5 Ime BAS LDR CRS 0/1/0/2011 0/0/07/2001 0/011 5 Ime BAS LDR CRS 0/1/0/2001 0/0/07/2001 0/011 5 Ime ARMY RCTR 0/2/2/2005 11/1/10/05 1105 7 Ime ARMY RCTR 0/2/2/2005 11/1/10/05 1105 7 Ime Correr Title Course Edata Eate Course Edata Eate 0 Ime Ime Correr Title Course Edata Eate Course Edata Eate 0 Ime Ime Ime Correr Title Course Edata Eate Course Edata Eate 0 Ime Ime<			CBT LIFESAVER CRS		11/19/2007	11/26/2007	1107	2	No	
SRLEADER CRS 02/04/2013 03/22/2013 0319 7 No AV LEAD CRS 02/25/2011 04/15/2011 0411 8 No BAS LDA CRS 01/10/2001 02/07/2001 0201 5 No BAS LDA CRS 01/10/2001 02/07/2001 0201 5 No BAS LDA CRS 01/10/2005 11/10/2005 1108 2 No ARMY RCTR 09/29/2005 11/10/2005 1105 7 No Manual 0 0 No + - Correr Trie Course East Date Course End Date Course Completion (MMYY) Course Length (Weeks) no Correr Trie Image: Course Start Date Image: Course End Date Image: Course Completion (MMYY) No + Course Trie Image: Course East Date Image: Course End Date I			SGT MAJ CRS-RES		09/03/2021	06/17/2022	0622	42	No	
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BAS LER CRS 01/10/2001 02/07/2001 0201 5 IN BTL CMD SUST SPT SNS BAS OPS 11/11/2008 11/18/2008 1108 2 IN ARMY RCTR 09/29/2005 11/10/2005 1105 7 INO Manual 0 Im 0 Im - Course Tatle Course East Date Course East Date 0 Im - Course Tatle Course Start Date Course East Date 0 Im - - Course Tatle Course Start Date Course East Date Course Completion (MMYY) Course Length (Weeks) Include Course Tatle Course Start Date Course East Date 0 Im - - Course Tatle Course Start Date Course East Date 0 Im - </th <th></th> <th></th> <th>ADV LEAD CRS</th> <th></th> <th>02/25/2011</th> <th>04/15/2011</th> <th>0411</th> <th>8</th> <th>No</th> <th></th>			ADV LEAD CRS		02/25/2011	04/15/2011	0411	8	No	
BTL CMD SUST SPT SYS BAS OPS 11/11/2008 11/18/2008 1108 2 IND ARMY RCTR 09/29/2005 11/10/2005 1105 7 IND Manual 0 0 No + - 200 Ive Ives validated my Milkary Education information 0 No + - 210 Ives validated my Milkary Education information			BAS LDR CRS		01/10/2001	02/07/2001	0201	5	No	
ARMY RCTR 09/29/2005 11/10/2005 1105 7 Image: Course Completion (MMYY) Manual Image: Course End Date Course Completion (MMYY) Course Completion (MMYY) Course Completion (MMYY) 220 Image: Course Completion (MMYY) Image: Course Completion (MMYY) Image: Course Completion (MMYY) Image: Course Completion (MMYY) 221 Image: Course Completion (MMYY) Image: Course Completion (MMYY) Image: Course Completion (MMYY) Image: Course Completion (MMYY) 223 Image: Course Completion (MMYY) Image: Course Completion (MMYY) Image: Course Completion (MMYY) Image: Course Completion (MMYY) 23 Image: Course Completion (MMYY) Image: Course Completion (MMYY) Image: Course Completion (MMYY) Image: Course Completion (MMYY)			BTL CMD SUST SPT SYS BAS OPS		11/11/2008	11/18/2008	1108	2	No	
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Course Earl Date Course Earl Date Course Earl Date Course Completion (MMYY) Course Length (Weeks) Include			Manual							
			Course Title	Course Start Date		Course End Date	Course Completion (MMYY)	Course Length (Weeks) In	clude	
Yei I have validated my Milkary Education information Addisonal Information Enter any additional information neccessary for processing this request.								0	No + -	
Additional Information Enter any additional information neccessary for processing this request.		22	Yes I have validated my Military	Education information						
Enter any additional information neccessary for processing this request.		-	Additional Information							
			Enter any additional information neccessary	for processing this request.						
		23	SAVE			ti Pi	PS-A		REFRESH	



NOTE: Any additional military training not recognized in IPPS-A can be entered manually in the Manual section, if applicable. (This additional training will only be stored in the DD Form 214 record structure).

• Course Completion (date)

The required information for each course is:

- Course Title
- Course Start Date Course End Date
- Course Length
 Include (Yes/No)

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NOTE: Use the Additional Information text field to document or communicate details to the Member, on any missing or incorrect Military Education. This information will be visible to the Member once the form is routed for review but will not appear on the DD Form 214/DD Form 214-1.

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Process the DD Form 214 CONTINUED

- 25. The **Remarks** section displays.
- 26. Review the DD Form 214 Remark Code column to verify data.
 - 26A. Select the Minus or Plus button to remove or add remark row, as applicable.
- 27. Validate and select Yes on the I have validated Remarks slider.
- 28. Click Save.
- 29. Select Next to continue.

X Exit							
DD FORM 214 Display Name SGM JOHN PIER Employee ID 000000000 ACT Assignment ID 00000000	CE		11/2	A MARINE AND			29 evicus Next >
Date Range Visited Personal Information Visited	25	Remark Remarks Page	S Description				
Current Assignment Info Visited		Name SGM JOHN P	ERCE	Last Duty Assignment & Major Command 0308 MP CO MP DETENTION CO	Station Where Separated N/A		
Awards/Honors/Medals Visited Military Education		26	DD Form 214 Remark Code †	HR Pro Insertion Required η	Description ?↓	Edit	
Visited Remarks			1A Q	Yes	Soldier has completed first full term of service.	/ + - A	
Visited Attachments & Review Not Started			2A Q	No	Soldier has not completed first full term of service.	P + -	
		27	Yes I have validated Remarks				
	28	SAVE		NPPS+A		REFRESH	e
			Please Note: If	any data looks inaccurate please select the contextual help icon and follow instructions to update you	r information via Self-service in IPPSA or work directly with your tra	nsition coordinator	

NOTE: The Remarks section is viewable by the HR Professional and the Signature Authority, but not by the Member. Each Remark indicated by "Yes" under the HR Pro Insertion Required column, must be updated. The DD Form 214 Remarks will populate on the DD Form 214, once complete.

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Process the DD Form 214 CONTINUED

- 30. The Attachments & Review section displays.
- 31. Select the Add Attachments icon to attach any supporting documents.
- 32. Select the Add Comments icon to add any desired comments.



NOTE: The HR Professional, Member, and Signature Authority will all be able to see and review the added comments.

		:
DD FORM 214 Display Name SGM JOHN PIERCE		
Employee ID 000000000 ACT Assignment ID 000000000		C Previous
Date Range	Attachmente & Deview	
Visited Bersonal Information	Attachments & Review Attachements & Review Page Description	
Visited	Maximum attachment size is %1 MB	
Current Assignment Info	ADD ATTACHMENT	
Awards/Honors/Medals		
Visited	Vuploaded Attachments There are an attachments	
Military Education Visited		an a
Remarks	Comments	CANCEL DD Form 214 Approval Routing DONE
• Visited		
Attachments & Review Visited	ADD COMMENTS C	Review/Edit Approvers
	~ Comments History	Approval Stage
	I nere are no comments. Please click the <i>Add Comments</i> button above to add a comment.	reitung
	2025-03-11-20.51.48.000000 - Initiated by CPT CINDY LEE	Recommend Approval Skipped
33	Category Validation by Member	PSC Pool KA > DD Form 24 Member > 03/1225 12:11 AM
	Date Range	selected Not Available to Sign
	Personal mormation	DD Form 214 Signature Authority Signature Authority
	Current Assignment Info	to Signature Authority. If
	Awards/Honors/Medals	✓ Comments ✓ Comments Member Present With HR
	Military Education	System at 03/12/25 - 12:11 AM
		Pro is selected, the international
	Memarks	System at 03/11/25 - 11:07 PM Reassigned from 00000000000 to 00000000000 (18081,2022) Will be able to sign through
35		System at 03/11/25 - 11:07 PM external CAC reader.
	Signature Authority	Reassigned from 0000000000.00 to 000000000.00 (18081,2022)
	0002303516.01	
36	Approval Map	CANCEL A DD Form 214 Approval Routing
		Review/Edit Approvers
33 Review the Cate	egory Validation by Member	Approval Stage View Approval Details
soction to oncure	avery category/tab bas been	Pending
	e every category/tab has been	All Army
validated as indi	cated by the checkmark icon.	Recommend Approval
34. Select the looku	Ip tool to select a Signature	CPT CINDY LEE SSG SAMUEL THOMAS DD Form 214 Member NOTE: In this case, with the
Authority.		03/12/25 4:44 PM Selected Available to Sign
		Not Routed Option, the form will be
35. Select the SUBI	III button when the DD Form 214 is	CPT CINDY LEE
ready to be revie	ewed by the Signature Authority.	the Mamber unlideres and
35A. For process	ing Available to Sign option ONLY:	Comments
Select the	SUBMIT button when the DD Form	System at 03/42/25-2-57 PM
	to be reviewed by the Marchar	Reassigned from 0000000000.00 to 000000000.00 (18081.2022) routed to Signature Authority.
214 is read	y to be reviewed by the wember .	System at 03/11/25 - 10:01 PM Reassigned from 0000000000 to 100000000000 (18081 2022)
36. Review the DD F	Form 214 Approval Routing and	
select Done .		

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Process the DD Form 214-1 (ARNG/USAR)

HR Professionals have five process options for the DD Form 214-1. The Member Not Available to Sign, Present with HR Pro, Refused to Sign, or Unable to Sign Digitally options have the same procedures.

- 1. Select the DD Form 214 HR Tile to open the DD Form 214 landing page.
- 2. Enter all applicable criteria for the Member.
 - 2A. Select Search.
 - 2B. Select the desired Member from the DD Form 214 List.

NAVIGATION: HR Professional > DD Form 214 - HR (or select the desired Member from the Notifications list)



NOTE: The Available to Sign option has several different steps outlined in this job aid.

NPPS+A © ♡		Menu 🗸 Search in Menu		Q	<u>∩</u> : ∅
HR Professional ~				< 2 of 4 >	Notifications 🕞 🗄
DD Form 214 - HR	Case Management	Release Notes Pay-A	bsence-Incent-Ded (PAID)	View Retirement Points	Actions Alerts 3 Actions DD Form 214 for SGM JOHN PIERCE and assignment 000000000 has been ③ 3 minutes ago
HR Personnel Action Requests	0 Open 0 Unassigned	Awards Roster by Department	Duty Status Roster	Promotions Roster	DD Form 24 for SSG SAMUEL THOMAS and assignment 000000000 has been > © 1 hour ago DD Form 214 for PFC ISAAC GARCIA and assignment 000000000 is awaiting yo > © 7 hours ago Instance ID
← 0 ♥ DD FORM 214 2 Search DD FORM 214 ^	DD FORM 214 List	Q. Search in Menu			∩ ₽ : @
Empl ID 000000000 Q	Empl ID ACT Assignment	D Seq No Assigned Oprid	Last Update User ID	Last Update Date/Time	DD214 Status Actions
DOD ID	1 000000000 00000000	0	000000000.00	03/11/25 8:51:48PM	Initiated Actions \odot >
Assignment From Date					

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Process the DD Form 214-1 (ARNG/USAR) CONTINUED

- 3. The **DD Form 214** landing page displays. Use the different tabs to navigate through the form, starting with the **Date Range** section.
 - 3A. Select the **Date From** and **Date to** calendar icons to enter the applicable **Current DD Form 214 Period Range Selection**.
 - 3B. To verify and confirm **Date From** and **Date to**, navigate to the **Summary Maintenance** page.
 - 3C. Select the **Date From** and **Date to** calendar icons to enter the applicable **Prior DD Form 214 Period Range Selection**, if applicable.
- NAVIGATION: Menu > Workforce Administration > Summary Maintenance

M 214 ay Name S ployee ID C nment ID C	3 SGT NICK ADAM 0000000000 000000000	s				1									a.				1	1		B		
e Range :ed			Date	Rang	je																			
ional Inform	nation		Please re	view all s	ections for ac	curacy in the	e DD Forr	m 214 Ac	tivity Guide. Th	e Date range	entered t	below sho	ould be	the servi	ce period	the DD F	orm 214 c	covers.	tation W	lhoro Si	anarata	d		
r <mark>ent Assign</mark> r łold	ment Info		3	SGT NI	CK ADAMS					AUGOEP	DATD		ijor co	minanu				3		mere St	eparate	u		
rds/Honors	s/Medals		View IPer	ms Data	Vie	ew Assignm	ient Data			Α					-									
tary Educati Iold	lion		Currer ?	nt DD Forn	*Date From	03/15/202	n 20				*Date	To 03/1	4/2025	5										
e rve Compo łold	onent		Prior D	DD Form 2	14 Period Rang	ge Selection				C	*Date	Ta 02/1	14/2020											
larks			*Member	Signatur	re Status	11/12/201					-Date	03/1	14) 2020											
chments & lold	Review		Not Avai	lable to Si	gn 🗸								ſ	\bigcirc										
6			Yes		I have cont	firmed date i	range							(<mark>()</mark>))		TE: Ti oction	he Pr	ior l	DD F add	orm	214 ut is	Per	iod F	Range uirod to
Summary	/ Maintenance	В														ECUDI	i cari	De	auu	-u v	นเเร	1101	IEUL	
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Process the DD Form 214-1 (ARNG/USAR) CONTINUED

4. Select the Member Signature Status drop-down and select the applicable status.

- 4A. Validate and select Yes on the I have confirmed date range slider.
- 4B. Click Save.

(<mark>Ռ</mark>

4C. Select Next to continue.

NOTE: The Save button must be selected prior to selecting Next.

× Exit			
DD FORM 214			
Display Name SGT NICK ADAM Employee ID 0000000000 ACT Assignment ID 000000000	15		Next >
Date Range Visited	Date Range Please review all sections for accuracy in the Di	D Form 214 Activity Guide. The Date range entered below should be the service per	ind the DD Form 214 covers
Personal Information Visited Current Assignment Info Visited	Name SGT NICK ADAMS	Last Duty Assignment & Major Command AUGOEPDATD	Station Where Separated
Awards/Honors/Medals O Not Started Military Education O Not Started	View IPerms Data View Assignment Current DD Form 214 Period Range S Public From 03/157/ 03/157/	lable to Sign Available to Sign	
Reserve Component Not Started Remarks Not Started	Prior DD Form 214 Period Range Sele Prior DD Form 214 Period Range Sele Prior Date From 11/12/7 Refu +Member Signature Status	Selected ent with HR Pro ent with HR Pro est to Sign big table to Sign Digitally	
Attachments & Review O Not Started	Not Available to Sign v 4 Not A Yes I have confirmed date ran	ge	
	SAVE	1PPS+A	

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Process the DD Form 214-1 (ARNG/USAR) CONTINUED

- 5. The Personal Information section displays. Review the populated Personal Information.
- 6. For Member Not Available to Sign, Present with HR Pro, Refused to Sign, or Unable to Sign Digitally options, see steps 6-9. *For Available to Sign, skip steps 6-9 and go to steps 10-13, page 16.
 - 6A. Manually enter the Days of Accrued Leave Pay in the text field.
 - 6B. Manually enter the Nearest Relative information in the text field, if blank.
 - 6C. Select the Add/Modify Address link to add or update the Mailing Address After Sep field, if applicable. Once complete, select the REFRESH button for change to reflect.

× Exit				:
DD FORM 214				
Display Name SGT NICK ADAMS Employee ID 000000000 ACT Assignment ID 000000000	11-	B	< Pro	yious Next >
Date Range Visited Personal Information Visited	Personal Information Personal Information Page Description			
Current Assignment Info Visited Awards/Honors/Medals Not Started Military Education Not Started Reserve Component Not Started Remarks Not Started Attachments & Review Not Started	Aname ADAMS, NICK Grade/Rate/Rank SGT Military Service Oblig Date 2022010 Contact Email Address NICK ADAMS@ARMY.MIL SGL Coverage S400,000 Days Accrued Leave Pay B	Branch, Component DA, Georgia Army Natl Guard Pay Grade E5 Reserve Status for Obligation Individual Ready Reserve Place of Entry into Active Duty Speciality 11B-INFANTRYMAN 3 Years and 9 Months Nearest Relative	DOD ID OOD0000000 Date of Birth 07/29/1992 Contact Phone Number 555/000-000 Home of Record at Entry SOCIAL CRCLE, GA Retirement System Option Mailing Address After Sep	
	Send Veteran Status administration copy to Mailing Address I have validated my nearest relative is correct I have validated my address after Separation is correct I have validated my address after Separation is correct I have validated my address after Separation is correct I have been provided with a complete dental examination and a Ves I have validated my Personal Information Enter any additional information neccessary for processing this request. SAVE 8	Q II appropriate dental services and treatment within 90 days prior to separation	REFI	кен

- 7. Validate and select Yes or No for each slider.
- 8. Click Save.
- Select Next to continue. For Member Not Available to Sign, Present with HR Pro, Refused to Sign, or Unable to Sign Digitally, skip steps 110-13 and proceed to step 14, page 17. *For Available to Sign option, skip steps 6-9 and go to steps 10-13, page 16.



NOTE: Use the Additional Information text field to document or communicate details to the Member, on any incorrect or missing Additional Information. This information will be visible to the Member once the form is routed for review but will not appear on the DD Form 214/DD Form 214-1.



NOTE: The Save button must be selected prior to selecting Next.

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Process the DD Form 214-1 (ARNG/USAR) CONTINUED

- 10. For Available to Sign option ONLY: Manually enter the Days of Accrued Leave Pay in the text field.
- 11. Validate and select Yes on the I have validated my Personal Information slider.
- 12. Click Save.
- 13. Select Next to continue.

Mote: The Save button must be selected prior to selecting Next.

X Exit		:
DD FORM 214		
Display Name SGT NICK ADAMS Employee ID 000000000 ACT Assignment ID 000000000	< Previous	13 Next >
Date Range Visited Personal Information Visited	Personal Information Personal Information Page Description	
Current Assignment Info O Not Started Awards/Honors/Medals O Not Started Military Education Not Started Reserve Component Not Started Remarks Not Started Attachments & Review Not Started Not Started	Name Branch, Component DOU D ADAMS, NICK DA, Georgia Army Natl Guard 000000000 Grade/Rate/Rank Pay Grade Date of Birth SGT E5 07/29/1992 Miliary Service Oblig Date Reserve Status for Obligation Contact Phone Number 20220810 Individual Ready Reserve 555/000-000 Contact Enail Address Place of Entry into Active Duty BockL CirkCLE, GA NICK ADAMS # ARMY MILL SociAL CirkCLE, GA SociAL CirkCLE, GA SGL Coverage Speciality Retirement System Option SGL Coverage Speciality Individual Status of Months	
	Send Veteran Status administration copy to Mailing Address Q No In have validated my nearest relative is correct No In have validated my address after Separation is correct No In have been provided with a complete dental examination and all appropriate dental services and treatment within 90 days prior to separation Yes In have validated my Personal Information Enter any additional information neccessary for processing this request. SARE	

NOTE: The Nearest Relative and Mailing Address After Sep fields must be updated in the appropriate locations. The Nearest Relative populates from a Member's DD Form 93. The Mailing Address After Sep populates from the Member's Person Profile.

NOTE: Use the Additional Information text field to document or communicate details to the Member, on any incorrect or missing Additional Information. This information will be visible to the Member once the form is routed for review but will not appear on the DD Form 214/DD Form 214-1.

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Process the DD Form 214-1 (ARNG/USAR) CONTINUED

- 14. The **Current Assignment Info** section displays. Use the vertical scrollbar in the table to view the **Record of Service** rows.
 - 14A. All rows, except the **Effective Date of Pay Grade**, must be changed to zero, as this information will be reflected under the **Reserve Component** section.
 - 14B. Click the **Type of Separation** lookup tool and select the Separation type.
 - 14C. Select the Character of Service lookup tool and select the desired character of service.
 - 14D. Enter the Dates of Time Lost During This Period in the text field.
 - 14E. Enter the Narrative Reason for Sep in the text field.
- 15. Validate and select Yes on the I have validated my Assignment information slider.
- 16. Click Save.
- 17. Select Next to continue.

× Exit					:
DD FORM 214					
Display Name SGT NICK ADAMS Employee ID 000000000 ACT Assignment ID 000000000					< Previous Next >
Date Range Visited	14	Current Assignment Info			
Personal Information Visited		Name	Last Duty Assignment & Major Command	Station Where Separated	
Current Assignment Info Visited		SGT NICK ADAMS	AUGOEPDATD		
Awards/Honors/Medals		Date Entered Ad This Period	vear 0000	0	0
O Not Started Military Education	A	Separation Date This Period	0000	0	0
O Not Started		Net Active Service This Period	0000	0	0
Reserve Component Not Started		Total Prior Active Service	0000	D	0
Remarks		Total Active Service	0000	0	0
O Not Started		Total Inactive Service	0000	0	0
 Not Started 		Foreign Service	0000	0	0
		Sea Service	0000	0	0
		Initial Entry Training	0000	0	0
		Effective Date of Pay Grade	2021	5	24
	B	Type of Separation Q Dates of Time Lost During This Period Separation Code	Command to which Transferred NA	Separation Authority NGR600 200 Narrative Reason for Sep	
	15	Yes I have validated my Assignment informat: Enter any additional information neocessary for processi	on ng this request.		
	16	SAVE	NPPS-A		REFRESH



NOTE: The Save button must be selected prior to selecting Next.

NOTE: Reentry Codes do not apply



NOTE: Use the Additional Information text field to document or communicate details to the on any missing or incorrect Assignment information. This information will be visible to the Member once the form is routed for review but will not appear on the DD Form 214/DD Form 214-1.

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NOTE: On fields that are grayed out, the information is auto-populated from an Authoritative Data Source (ADS).



Process the DD Form 214-1 (ARNG/USAR) CONTINUED

- The Awards/Honors/Medals section displays. Review and verify accuracy of award information.
- 19. Validate and select **Yes** on the **I have validated my Awards**/ **Honors/Medals information** slider.

NOTE: The Awards data is auto-populated from IPPS-A and can be viewed, corrected, or updated in the Member's Person Profile under the Awards tab.

- 20. Click Save.
- 21. Select Next to continue.

× Exit						
DD FORM 214						
Display Name SGT NICK ADAMS Employee ID 0000000000 ACT Assignment ID 000000000			A	- A		< Previous
Date Range Visited	18	Awards/Honors/Medals				
Personal Information		Awards/Honors/Medals Page Description				
Visited Current Assignment Info		Name SGT NICK ADAMS	Last Duty Assignment & Major Command AUGOEPDATD	Station Where Separated	1	
Visited		Award		Effdt	Order Dt	
Awards/Honors/Medals Visited		ARMY ACHIEVEMENT MEDAL		06/29/2022	06/29/2022	
Military Education		ARMY COMMENDATION MEDAL		01/07/2020	01/07/2020	
Not Started		COMBAT AND SPECIAL SKILL BADGE EXPERT INFANTRY BADGE		12/15/2017	12/15/2017	
 Not Started 		DRIVER AND MECHANIC WITH DRIVER - WHEELED		11/28/2017	11/28/2017	
Remarks Not Started		ARMY GOOD CONDUCT MEDAL		11/12/2017	11/12/2017	
Attachments & Review		NATIONAL DEFENSE SERVICE MEDAL		04/07/2015	04/07/2015	
 Not started 		ARMY SERVICE RIBBON		04/07/2015	04/07/2015	
	19	Yes I have validated my Awards/Honors/Medals information				
	-	Additional Information				
		Enter any additional information neccessary for processing this request.				
	-					
	20	SAVE	<u>hipps-</u> A			REFRESH



NOTE: The Save button must be selected prior to selecting Next.



NOTE: Use the Additional Information text field to document or communicate details to the Member, such as missing or outstanding Awards, Honors, or Medals that are not included in the table. This information will be visible to the Member once the form is routed for review but will not appear on the DD Form 214/DD Form 214-1.

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NOTE: Military Education data is auto-populated from

the Member's Person Profile under the Education tab.

IPPS-A and can be viewed, corrected, or updated under

Process the DD Form 214-1 (ARNG/USAR) CONTINUED

- 22. The **Military Education** section displays. Review and verify information and data for accuracy.
- 22A. Select the Include slider on applicable courses.
- 23. Validate and select **Yes** on the **I have validated my Military Education information** slider.
- 24. Click Save.
- 25. Select Next to continue.

× Exit											
DD FORM 214											
Display Name SGT NICK ADAMS Employee ID 000000000 ACT Assignment ID 000000000			1		6		1/2			< Previou	25 s Next >
Date Range Visited Personal Information	22	Military Education Military Education Page Description									
Visited Current Assignment Info Visited		Name SGT NICK ADAMS		Last Du AUGOE	ty Assignment & Major Command EPDATD		Station Where Separated			A	
Awards/Honors/Medals Visited		IPPS-A Course Title		Course Start Date	Course End Date	Course Completion (MMYY)		Course Length	(Weeks)	Include	
Military Education Visited		HAZMAT FAMILIAR/SAF IN TRANSP		02/05/2022	02/05/2022	0222			1	Yes	
Reserve Component		AMMO HNDL CERT		02/05/2022	02/05/2022	0222			1	No	
Not Started		Manual Course Title	Course Start Date		Course Fod Date	Course Completion (MMVV)	Course	a Length (Weeks)	Include		
Remarks Not Started						course competence (mint ty	U.U.I.I	0	No] + -	-
Attachments & Review O Not Started	23	Ves I have validated my Militan Additional Information Enter any additional information neccessar	Education information								
	24	SAVE			IPPS	Α				REFRESH	ו



NOTE: Any additional military training not recognized in IPPS-A can be entered manually in the Manual section, if applicable. (This additional training will only be stored in the DD Form 214 record structure).

The required information for each course is:

- Course Title
- Course Start Date
- Course End Date
- Course Length
 Include (Yes/No)

Course Completion (date)



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NOTE: Use the Additional Information text field to document or communicate details to the Member, on any missing or incorrect Military Education. This information will be visible to the Member once the form is routed for review but will not appear on the DD Form 214/DD Form 214-1.

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Process the DD Form 214-1 (ARNG/USAR) CONTINUED

26. The Reserve Component section displays. Verify and confirm data accuracy.

26A. Verify, and manually enter (if blank), the Highest Pay Grade Satisfactory Held.

26B. Manually enter the Days Accrued Leave Carried Over, if applicable.

26C. Use the vertical scrollbar in the table to review the **Record of Service** rows. Verify and update the rows as applicable.

26D. Review the Non-Regular Retirement (NRR) rows. Verify and update the rows as applicable.

26E. Manually enter Activations, if applicable.

NOTE: In the Activations section enter all Active-Duty periods completed by the USAR or ARNG Member (do not include Regular Army Active-Duty periods).

27. Validate and select Yes on the I have validated my Assignment information slider.

28. Click Save.

29. Select Next to continue.

× Exit						:
DD FORM 214						
Display Name SGT NICK ADAMS Employee ID 000000000 ACT Assignment ID 000000000					< Previous	29 Next >
Date Range • Visked	Reserve Component					î
Personal Information Visited	Name SGT NICK ADAMS Total Active Points	Last Duty As: AUGOEPDAT Total Career I	signment & Major Command D Points		Station Where Separated	
Current Assignment Info Visited	2027 Total Inactive Points	2231 Total Points f	or Retired Pay			
Awards/Honors/Medals Visited	Post 9-11 GI Bill	2231 Days Accrue	d Leave Carried Over			
Military Education • Visited						
Reserve Component A	Record of Service	Year(s)		Month(s)	Day(s)	
Remarks	Component Entry Date	2020		03	15	
Attachments & Review	Component Separation Date	2025		03	14	
O Not Started	Net Component Active Service	0004		11	30	
	Net Component Inactive Service	0000		00	00	
	Career Active Service	0005		06	20	
	Career Inactive Service	0000		00	00	
	Total Service For Pay	0010		04	02	
	Creditable Service for Retired Pay	0009		00	00	
	Non-Regular Retirement (NRR)					
	Non-Regular Retirement Points	Year(s)		Month(s)	Day(s)	
	Date Completed Years of Service to Earn NRR	0000			00	
	Date of 60th Birthday	2052		(<u></u>)	NOTE: Use the Additional Information text field to	
	NRR Age Reduction Amount	00			document or communicate details to the Member	
	Estimated Projected Date for Receipt of NRR	0000		00	such as missing or outstanding Awards. Honors.	_
	Date Transferred to Retire Reserve	0000		00	or Medals that are not included in the table This	
	A = 41				· · · · · · · · · · · · · · · · · · ·	— b I
	Statutory Authority Operation (if applicable) Qualifies	for NRR Eligibility Age Reduction	Begin Date of Activation En	Date of Activati	information will be visible to the Member once	
_		No)			the form is routed for review but will not appear	
					on the DD Form $211/DD$ Form $21/-1$	
27	No I have validated my Reserve Component Activity information)				
	Additional Information					\neg
	Enter any additional information neccessary for processing this request.			\bigcirc	NOTE: The Save button must be selected prior to	
28	Save		TIPPS		selecting Next.	(1995)
				ι		

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Process the DD Form 214-1 (ARNG/USAR) CONTINUED

- 30. The **Remarks** section displays.
- 31. Review the DD Form 214 Remark Code column to verify data.
 - 31A. Select the Minus or Plus button to remove or add remark row, as applicable.
- 32. Validate and select Yes on the I have validated Remarks slider.
- 33. Click Save.
- 34. Select Next to continue.

X Exit							
DD FORM 214							
Display Name SGT NICK ADA Employee ID 000000000 ACT Assignment ID 000000000	MS						< Previous Next >
Date Range Visited Personal Information	30	Remark Remarks Page	KS				
Visited Current Assignment Info Visited		Name SGT NICK A	DAMS	Last Duty Assignment & Major Command 0308 MP CO MP DETENTION CO	Station Where Separated N/A		
Awards/Honors/Medals Visited		5					
Military Education Visited		9	DD Form 244 Remark Code 1;	HR Pro Insertion Required 1;	Description 1. Soldler has completed first full term of service.	Edit + -	A
Remarks Visited			2A Q	No	Soldier has not completed first full term of service.	/ + -	
Attachments & Review Not Started							
		32	Yes I have validated Remarks				
	33	SAVE		TIPPS-A		C	REFRESH
			Please Note: If any data looks	inaccurate please select the contestual help icon and follow instructions to update your i	information via Self-service in IPPSA or work directly with your transition coo	rdinator	

NOTE: The Remarks section is viewable by the HR Professional and the Signature Authority, but not by the Member. Each Remark indicated by "Yes" under the HR Pro Insertion Required column, must be updated. The DD Form 214 Remarks will populate on the DD Form 214/DD Form 214-1, once complete.

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Process the DD Form 214-1 (ARNG/USAR) CONTINUED

35. The Attachments & Review section displays.

35A. Select the Add Attachments icon to attach any supporting documents.

35B. Select the Add Comments icon to add any desired comments.



NOTE: The HR Professional, Member, and Signature Authority will all be able to see and review the added comments.

DD FORM 214			
Display Name SGT NICK ADAMS			
ACT Assignment ID 000000000			< Previous
Date Range		Attachments & Poview	
Visited Personal Information	35	Attachments & Review Page Description	
Visited		Maximum attachment size is %1 MR	
Current Assignment Info	Δ		
Visited Awards/Honors/Medals	•		
Visited		VUploaded Attachments	
Military Education		There are no attachments. Prease click the Nou Attachment button above to opticat an attachment	
Reserve Component		comments	DD Form 214 Approval Kouting
Visited			Review/Edit Approvers
Remarks	В	ADD COMMENTS (D)	Approval Stage
Attachments & Review		V Comments History	Pending
• Visited		There are no comments. Please click the <i>Add Comments</i> button above to add a comment.	All Army
승규가 관계 같은		Transaction History	Recommend Approval
		2025-03-12-21.38.50.000000 - Inmated by CP1 CINDY LEE	CPT CINDY LEE PSC Pool KA Sector Sect
	36	Category Validation by Member	the selected Not Available
	-	✓ Date Range	For Signature option, the
		Durand la formation	DD Form 214 Signature Authority Member will be skipped.
		Personal information	sending form directly to
		Current Assignment Info	✓Comments Schartig form directly to
		Awards/Honors/Medals	System at 03/12/25 - 12:11 AM Member not available to sign. (25100,54) Member Present With HR
		Military Education	System at 03/11/25 - 11:07 PM Reassigned from 000000000.00 to 0000000000 (18081 2022) Pro is selected, the Member
		Remarks	Will be able to sign through
		Reserve Component Activity	Reassigned from 000000000000 to 00000000000 (18081,2022) external CΔC reader
			CANCEL OD Form 214 Approval Routing
	38	SUBMIT 🖉	Raview/Edit Approvare
		Signature Authority	Approval Stage View Approval Details
			✓ Pending
		Approval Map	All Army
36 Review the	atoro	ry Validation by Mombor section	Recommend Approval Pending
	atego	are with the base has welideted as	CPT CINDY LEE PSC Poix KA DD Form 214 Member > (()) NOTE: In this case, with
to ensure ever	ry cate	egory/tab has been validated as	the selected Available to
indicated by t	he che	eckmark icon.	Sign option, the form will
37. Select the loo	kup t	:ool to select a Signature	DF Form 214 Signature Authority > be routed to the Member.
Authority.	•	-	Once the Member validates
	DAALT	button when the DD Forme 214 is	Comments and submits the form will
so. select the SU	DIVIII	button when the DD Form 214 IS	System at 03/12/25 - 2:57 PM Beassinged from 000000000000 to 00000000000 (18081 2022) ho routed to Cignosture
ready to be re	viewe	ed by the Signature Authority.	De louieu lo Signalure
38A. For proc	essing	Available to Sign option ONLY:	System at U3/11/25 - 10/01 PM Reassigned from 00000000000 to 00000000000 (18081,2022)
Select th	ne SUI	BMIT button when the DD Form 214	

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39. Review the DD Form 214 Approval Routing and select **Done**. Version 1.0 20250423

is ready to be reviewed by the Member.



Sign and Approve DD Form 214/DD Form 214-1 – Signature Authority

- 1. Select the desired Member from the Notification list.
- 2. The Member's **DD Form 214** displays. Navigate through the menu to review data within each tab.
- Under the Attachments & Review section, click the Pushback to Step lookup tool, if corrections are required.
 - 3A. The **Lookup** page displays. Select the desired User or Member.
 - 3B. Click the **PUSHBACK** button (the form is returned to the selected User or Member).
- 4. Select SIGN, if no corrections are required.
- 5. A pop-up message displays, Click **OK**.

5A. Select **SIGN FORM AND SUBMIT** to complete process.

Actions Alerts 3 Actions DD FORM 214 DD Form 214 for SGM JOHN PIERCE and assignment 000000000 has been... > 2 ③ 3 minutes ago < Previe DD Form 214 for SSG SAMUEL THOMAS and assignment 000000000 has been... Date Range ③ 1 hour ago DD Form 214 for PFC ISAAC GARCIA and assignment 000000000 is awaiting yo... • Visiter () 7 hours ago **Current Assignment Info** Instance ID ADD COMMENTS 🥵 • Visite Awards/ nors/Medals - Comments Histor • Visiter There are no comments. Please click the Add Com ents button above to add a co Military Education Visited Transaction History

 Remarks 2025-03-11-20.51.48.000000 - Initiated by CPT CINDY LEE Visited 2025-03-12-00.11.35.000000 - Submit & Skipped Member Review by CPT CINDY LEE Attach nts & Review 3 • Visited > Category Validation by Me CANCEL Α Q Search for: Put PUSHBACK 😹 (R > Search Criteria SIGN 📝 4 ber 11 User ID 11 Name 11 ction Type 1 Approval Man 0000000 CPT CINDY LEE DD FORM 214 Authority Signature The ention: you must be logged in with your CAC via EAMS authentication to digitally sign your DD Form 214 Only able 5 ОК DD FORM 214 Authority Signature SIGN FORM AND SUBMIT Only one signature is allowed per session. If additional signatures are required - Please follow the below steps to be able to sign the DD Form 214 with the CAC card: 1. Sign-Out from IPPS-A by clicking on Log-Out 2. Close the browser and make sure no other windows are open in the browser you are using to sign the DD Form 214 3. Log back into IPPS-A and naidigate to members DD Form 214 via Self Service 4. If system prompts you to select a Certificate, make sure you select members Signature Certificate and try to sign DD-214. -DD Form 214 The DODID associated with the signing CAC Card should match the DODID associated with the logged in user SIGN FORM AND SUBMIT 🚿

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One Soldier ★ One Record ★ One Army

NAVIGATION: HR Professional landing page > DD Form 214 - HR (or select the desired Member from the Notifications list)

△ : ∅

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Notifications



Print DD Form 214/DD Form 214-1

- 1. From the HR Professional landing page, navigate to the **DD Form 214 HR** Tile. The **DD Form 214** landing page displays.
 - 1A. Enter all applicable criteria for the Member. Select Search.
- 2. Select the Actions drop down arrow and select Print.

2A. Select Print.

- 2B. Select Print Member Form, Print Service Form, or Print DD Form 214-1.
- 3. The DD Form 214 will display for printing.



NOTE: The Service Form and the DD Form 214-1 are the only forms automatically sent to iPERMS and Defense Manpower Data Center (DMDC). The Member form is for records only.



\leftarrow C (i) extension://efaidnbmnnnibpca	pcglclefindmkaj/https://hrplt.upg-ippsa.csd.disa	.mil/psc/hcplts3/view/%	%7bV2%7dSEcdSNM98tg		· 값 (3	순 🛞	E
All tools Edit Convert E-Sign	3 DD214_A10	000 v		Q 11) 4 6	Share	Sign in
	CAUTION: NOT TO BE USED FOR THIS IS AN IMPO IDENTIFICATION PURPOSES SAFEG	DRTANT RECORD. AI	NY ALTERATIONS IN SHADED AREAS RENDER FORM VOID				
	CERTIFICATE OF U When completed, this form contains personally identifiable information and is pr DoD 5400.11-P. DoD Privacy Program.	INIFORMED SERVICE otected in accordance with the Privacy Ac	ct of 1974, as amended, and				
	1. NAME (Last, First, Middle) 2. BRANCH AND COT	MPONENT 3. DO	OD ID NUMBER 4. SERIAL NUMBER:				88
Ē	PIERCE, JOHN DA, US Army Acti	ve Component 000	000000000000000000000000000000000000000				
_ ,	5a. GRADE, RATE OR RANK b. PAY GRADE	6. DATE OF BIRTH	H (YYYYMMDD)				
	7a MILITARY SERVICE OBLIGATION b RESERVE STATUS FOR	C CONTACT PHONE NUMBER	d. CONTACT FMAIL ADDRESS				
<i>L</i> .	TERMINATION DATE (YYYYMMDD) OBLIGATION (SELRES/IRR)	(Civilian)	(Civilian)				
	20050626 Selected Reserve	555/000-0000	SEE REMARKS				
	8a. PLACE OF ENTRY INTO ACTIVE DUTY b. HOME OF REC	ORD AT TIME OF ENTRY (City and state	te, or complete address if known)				
	Dumfries, VA						
	9a. LAST DUTY ASSIGNMENT AND MAJOR COMMAND	b. STATION WHERE SEPARATED					
	10. COMMAND TO WHICH TRANSFERRED	PENTAGON					
1	TEST		AMOUNT: \$ 500000				
	12. SPECIALITY (List number, title, and years and months in specialties	13. RECORD OF SERVICE	YEAR(S) MONTH(S) DAY(S)				2
Â	involving periods of one or more years.)	a. DATE ENTERED AD THIS PERIOD	1997 11 11				
Ch.	42A-HUMAN RESOURCES SPECIALIST 2 Years and 1	b. SEPARATION DATE THIS PERIOD	2025 04 01				
	Months //NOTHING FOLLOWS	c. NET ACTIVE SERVICE THIS PERIOD	0027 04 20				
		d. TOTAL PRIOR ACTIVE SERVICE	0000 00 00				
		1 TOTAL INACTIVE SERVICE	0000 00 00				~
		g. FOREIGN SERVICE	0000 00 00				
		h. SEA SERVICE	0000 00 00				
		i. INITIAL ENTRY TRAINING	0000 00 00				
		J. EFFECTIVE DATE OF PAY GRADE	2023 02 01				
	14. DECORATIONS, MEDALS, BADGES, CITATIONS AND CAMPAIGN BIBBONS AWARDED OR AUTHORIZED (All periods of service)	15. UNIFORMED SERVICE EDUCATIO	ON d month and year completed)				
	ARMY SERVICE RIBBON //ARMY STAFF IDENTIFICATION	//NOTHING FOLLOWS					
	BADGE //MERITORIOUS SERVICE MEDAL //ARMY SUPERIOR UNIT AWARD //NONCOMMISSIONED						C
	OFFICERS PROF DEV RIBBON //ARMY GOOD CONDUCT MEDAL //OVERSEAS SERVICE RIBBON //ARMED FORCES						—
	16. DAYS ACCRUED LEAVE PAID 0 17. MEMBER WAS PROVIDED COMI DENTAL SERVICES AND TREAT	PLETE DENTAL EXAMINATION AND AL MENT WITHIN 90 DAYS PRIOR TO SEF	LL APPROPRIATE YES NO				5
	18. RETIREMENT SYSTEM OPTION FINAL HIGH-3 RED	UX BRS 19. DD214-1 (Accompa	anies this DD214) YES NO				
	20. REMARKS						
	JOHN.PIERCE.MIL@ARMY.MIL //NOTHING FOLLOWS Sol	dier (HAS) or (HAS NOT) comple	eted first full term of service. //				Ð
	The information contained herein is subject to computer matching	ng withinthe Department of Defer	nse (DoD) or with any other				
	requirements of a Federalbenefit program //NOTHING FOLLOV	VS	r compilance with, the				
	,						_ Q
	The information contained herein is subject to computer matching within the Dep	partment of Defense or with any other affe	ected Federal or non-Federal agency for				

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Access Required/Subcategory

User	Component	Location	Task(s)	Routing	Access Required	
Member	Active	Anywhere	Review and Concur with 214	Routes to Personnel Processing Activity or Personnel Service Center Pool	Member	
Member	ARNG/USAR	Anywhere	Review and Concur with 214	Routes to User Defined-List	Member	
HR Pro	All	All	Support correction actions	Based on correction	HR Pro	
HR Pro	Active	Separation Transfer Point	Produce 214 and help finalize 214	Based on status	Subcat: DD Form 214	
HR Pro	Active	Military Personnel Division	Finalize and Sign 214	Member, iPERMS, & DMDC	Subcat: DD Form 214	
HR Pro	ARNG	Joint Force Headquarters	Finalize and Sign 214-1	Member, iPERMS & DMDC	Subcat: DD Form 214	
HR Pro	USAR	Readiness Divisions	Finalize & Sign 214-1	Member, iPERMS & DMDC	Subcat: DD Form 214	

FU	JNCTIONAL SYS-ADMI Q DD Form 2	14	
Dis	able New Roles		
	IP_CRMRC_BASE_ACCESS	IPPS-A CRM base Access	0
	IP_CRMSS_MEMBER	CRM - Member	0
	IP_ELMLM_BASE_ACCESS	IPPS-A ELM Base Access	6
	IP_ELMSS_MEMBER	ELM Member Self Service	6
	IP_HCMBI_STP	Soldier Talent Profile	6
	IP_HCMHC_BASE_ACCESS	IPPS-A HCM Base Access	0
	IP_HCMHR_DD214_HRPRO	DD214 HR Operator Role	6
	IP_HCMHR_DD214_MANUAL	DD214 Manual Creation	6
	IP_HCMHR_DD214_SIGNATURE	DD214 Signature Authority	0

- IP_HCMHR_DD214_MANUAL DD Form 214 Manual Creation Override
 - Grants permission to manually create a DD Form 214 (Limited to 2 personnel per state unless otherwise directed.)
- IP_HCMHR_DD214_HRPRO DD Form 214 HR Operator
 - Grants edit access to DD Form 214 pages for data verification and submission to the Service Member. (Base role required at the state level.)
- *IP_HCMHR_DD214_SIGNATURE DD Form 214 Signature Authority*
 - Grants access to sign DD Form 214s after the Service Member submits them for final approval.

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- 1. The HR Pro and Offboarding SUBCATs are prerequisites for the DD Form 214 SUBCAT. The DD Form 214 SUBCAT is housed under the Functional System Admin CATEGORY.
- 2. DD-214 SUBCAT Access Approvers: DD Form 214 This subcategory can be approved by the appropriate Validator:
 - KEEB (With DD Form 214 role)
 - AR/NG Validator
 - Principle Validator

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IPPS-A RESOURCES

- Website
- Training Aids
- R3 Resources Demo Server
- User Manual (Chapter 13 and Process 15-1)

